



United States Department of State

Washington, D.C. 20520

DEPARTMENT OF STATE DRUG TESTING POLICY

THE Department of State (DOS), as a consequence of its leading role in the development and implementation of policies affecting the security of the United States, has a compelling reason to eliminate drug use from its workplace. Much of the Department's work involves highly sensitive information that must be safeguarded as employee is carrying out of his or her responsibility with the highest degree of care and safety.

Therefore, to protect our national security, eliminate any risk to the health, welfare and safety of the public and the Department employees, and to increase productivity in the workplace, it is policy of the Department of State that the use of illegal drugs, on or off duty, will not be tolerated. It is responsibility of every employee to comply with this policy.

In order to meet the goal of a drug free workplace, the Department has developed a drug-free workplace plan which includes policies and procedures for employee assistance, education and training, and identification of illegal drug use through drug testing on a carefully controlled and monitored system.

The Department's drug testing program tests for marijuana, cocaine, opiates, PCP (phencyclidine) and amphetamines.

Pre-employment drug testing is require of all individuals who are tentatively selected for employment in positions with either a statutory or regulatory requirement (i.e. drivers and pilots), and for positions that may be designated at the discretion of the secretary as particularly sensitive because of the natures of the work. Failure to report for a pre-employee drug test, if so directed, will preclude the Department from making a final offer of employee.

In addition, please be advised that all Foreign Service and Civil Service personnel serving in positions requiring access to information classified at "SECRET" or above designated by the Secretary to be sensitive and therefore are included in a random employee drug-test program. As an employee. You may also be subject to accidents, reasonable suspicion, and follow-up drug testing in accordance with the Department's Drug-Free Workplace Plan.

For a complete description of your rights and responsibilities, please consult the Drug-Free Workplace. The Plan is published as a subchapter in the Foreign Affairs Handbook (3FAH-1H2110). Copies of the plan are also available for review in your bureau personnel office or by contracting the drug program manager on (202) 633-1803.

Please sign below indicating that you have read the information above and acknowledging you awareness of your position as one subject to random drug testing.

Signature

Date